

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
December 19, 2006

The basic purpose of the Employee Council shall be to provide civil service employees with a forum for sharing timely information and facilitating employee recognition. The Employee Council does not perform any function of organized labor and is not intended in any way to supplant collective negotiations or employee organizations provided for in RCW 41.06.

<http://www.cwu.edu/~hr/minutes/purpose.doc>

AGENDA

1. Call to order
2. Approval of the Minutes
3. Selection of Employee of the Month
4. Parking Advisory Committee
5. Campus Community Building Program
6. For the Good of the Order/New Business
7. HR Announcements
8. Adjournment/Next Meeting

The Employee Council of Civil Service Employees meeting in the Library, Room 152, was called to order by Roberta Lowe at 2:06 p.m.

APPROVAL OF THE MINUTES

November minutes were approved as written. To view past minutes, please visit: <http://www.cwu.edu/~hr/minutes/index.html>.

SELECTION OF EMPLOYEE OF THE MONTH

The Council voted on Employee of the Month for December. The winner will be announced at a later date.

Please look for the Employee of the Month winner in the University Bulletin and on the Campus Intranet. Information is posted after the presentations and announcements have been made. See current and previous winners online:

<http://www.cwu.edu/~hr/ec/index.html>. Civil Service Employee of the Month nomination forms can be found at the Human Resources website: <http://www.cwu.edu/~hr/forms/eotmnominate.doc>. You can also call Human Resources at 1202 to obtain a nomination form. Anyone may nominate a civil service employee who has worked for Central Washington University for at least two years.

PARKING ADVISORY COMMITTEE

Roberta Lowe mentioned that the disability parking in H15 gets flooded when it rains. She was wondering if it could be a liability. We will look into it further. Tony wondered what the status of the parking lot behind Dean Hall is. It was explained that the fenced off area was because of asbestos removal from the building. To view the current and previous meeting minutes, please visit:

<http://www.cwu.edu/~parking/minutes.html> For more information on parking, please view their website at: <http://www.cwu.edu/~parking/>, or call Kevin Higgins at 2959.

EXTRA SPECIAL, OVER-THE-TOP, TEAM OF THE YEAR AWARD

Please turn in your Team of the Year nominees for 2006 to Robert Lowery, Employee Council Chair.

FOR THE GOOD OF THE ORDER/NEW BUSINESS

It was brought to the Council's attention that we need a new list of groups for the Extra Special, Over-The-Top, Team to choose a 2006 winner. The Council tabled this discussion until the next meeting.

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 2:35 p.m. The next Employee Council meeting is scheduled for Tuesday, January 16, 2007, 2:00 p.m., in the Library, Room 152.

Present – Delegate (D), Alternate (A)

Roberta Lowe, Business Support – D

Sandy Sperline, Information Technology Services, Employee Council Secretary – D

Phil Patzik, Information Technology Services - A

Anna Fischer, Financial Services – D

David Heath, Facilities Management -- A

Tony Brown, Instructional Support: Unit A – D

Cindy Hunt, Instructional Support: Unit B – A

Dale Brubaker, Library Services and Academic Computing - A

Susan Adolphi, University Centers -- D

Absent – Delegate (D), Alternate (A)

Jan Roan, Business Support – D

Mike Posada, Business Support – A

Kirsten Hernandez, Business Support – A

Marilyn Thompson, Dining Services – D

Judy McNeil, Dining Services - A

Dale Hubbard, Facilities Management -- D

George Hugo, Facilities Management – D

Chris Stebbins, Facilities Management - A

Eric Ledgard, Financial Services - A

Kariann Taylor, Instructional Support: Unit A - A

Bonnie Beekley, Instructional Support: Unit B – A

Mari Knirck, Library Services and Academic Computing - D

Veronica Zamora, Enrollment Management –D

Stephanie Hubbard, Enrollment Management – A

Otto Bach, Student Affairs – A

Paula Moffatt, Student Affairs – D

Rob Lowery, University Relations & President – Chair – D

Christine Frankenfield, University Relations & President - A

George Kuniyoshi, University Centers – A

Also Present

Sherer Holter, Human Resources

If you have any questions regarding Employee Council or the Employee of the Month program, please contact your Employee Council Representative (<http://www.cwu.edu/~hr/ec/delegates.html>), or Human Resources at 1205.

HR ANNOUNCEMENTS

SHARED LEAVE DONATIONS

CWU employees may donate leave to a fellow employee: 1) who is suffering from or has a relative or household member who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition; or, 2) who has been called to service in the uniformed services; and, where the fact of either 1) or 2) has caused or is likely to cause the employee to take leave without pay or terminate his or her employment.

The following individuals are in need of shared leave: Lisa Stowe, Chemistry Department; Tina Klampher, ITS Department; Don Allen, ITS Department; and Heidi Wixson, ITS Department.

You may donate annual (vacation) and sick leave in eight-hour blocks. A minimum balance of 80 hours of annual leave must be maintained. Excess annual leave (that over 240 hours) that will otherwise be lost may **not** be donated. A minimum balance of 176 hours of sick leave must be maintained. The personal holiday may also be donated.

The shared leave donation form can be downloaded from the HR forms section of the Human Resources home page (http://www.cwu.edu/~hr/forms/shared_leave_donation_form.doc) or requested from the HR office by calling extension 1202. Requests to donate leave must be approved by your supervisor before forwarding to HR and are subject to approval by your department head and Human Resources.

EXTRA MILE AWARD - PUBLIC SERVICE RECOGNITION WEEK

Public Service Recognition Week is May 7-11, 2007. The Extra Mile Award, one of the events, has been established to recognize state employees who surpass the expectations for exemplary service. The nominees must be state employees, but can be an individual or a group. Anyone who has a candidate in mind is encouraged to submit a nomination. A nomination form may be downloaded from the Secretary of State's website at: http://www.secstate.wa.gov/productivityboard/doc/2007_Extra_Mile_Nomination_Form.doc Nominations are due by 5:00 PM Friday, March 2, 2007.

Submit nomination forms to:

The Washington State Productivity Board
PO Box 40244, Olympia, WA 98504-0244
FAX: 360.704.7830 PHONE: 360.704.5203
Email: innovate@secstate.wa.gov

Questions may be directed to Karla Shugart, CWU's Public Service Recognition Week representative, at ext. 2270.

TRAINING & DEVELOPMENT

Ethics Seminar

All employees are invited to attend an Ethics seminar, presented by Margaret Smith from the Director of Internal Audit on January 31, 2007, from 2 p.m. to 4 p.m. The State Ethics Law applies to employees, supervisors, and family members depending on the situation and circumstance. The law has set ethical standards of behavior for state employees with the expectation that employees will adhere to these standards. This law requires continued ethics training and reminders to assist employees in applying ethical principles and guidelines. To register, send an email to Brooklyn Alexander at alexanderb@cwu.edu or call extension 2054.

The **Employee Assistance Program** is provided by the Washington State Department of Personnel, and sponsored at CWU through Human Resources-Training & Organizational Development for faculty, staff, and family members of employees. For more information about EAP, and what they provide, visit: <http://www.dop.wa.gov/EAP/>. You may also pick up brochures in Human Resources (Bouillon 140).

"Frontline" Newsletters: All Employee Assistance Program monthly newsletters for the years 2005, 2006, and 2007 are available online. "Frontline Employee" can be found at <http://www.dop.wa.gov/Managers/EmployeeAssistanceProgram/Newsletters/Newsletters.htm>, and "Frontline Supervisor" is at <http://www.dop.wa.gov/Managers/EmployeeAssistanceProgram/Newsletters/SupervisorNewsletters.htm>.

T&D: CWU Human Resources-Training & Organizational Development provides current information about campus workshops, links to training resources, and a library catalog, at <http://www.cwu.edu/~training>. If you have questions or need assistance, please call Brooklyn Alexander at extension 2054.